

County Of San Diego
Health and Human Services Agency (HHSA)

**SUBJECT: Identification Badges for Contractors
in County Facilities**

NO: HHSA-G-4.13

PAGE 1 of 2

DATE: May 20, 2008

REFERENCE: County of San Diego Administrative Manual 0040-6

PURPOSE: This policy is for purpose of establishing guidelines for issuance of County Identification cards for contractor employees assigned to work in County leased/owned facilities that have been designated as their primary worksite.

BACKGROUND: Some contractor employees are assigned to perform the services of the contract in County leased/owned facilities. When co-located with County staff, contractor employees need to wear a County identification badge. These badges are issued by the Department of General Services (DGS). Contract employees must follow the DGS process to obtain an ID badge.

POLICY: Contractor employees working in County leased/owned facilities co-located with County staff are required to be issued and display a County Contractor Identification badge that is to be worn at all times while working in county facilities. All contractor identification badges are distinctive in color (Red for contract employees) for easy identification.

County employees who work a second job with contractors are also required to obtain and display a red contractor identification card and shall not use their County Identification cards while working for the contractor.

Privacy expectations will be communicated through a bulletin to be issued by the Privacy Officer. The privacy bulletin will explain actions required of contractors.

PROCESS:

1. **Background Packet.** Contractor employees are required to report to the DGS Security Office in person to obtain a background packet:

Identification Background Packet Documents

- ✓ Identification/Access Card Form
- ✓ Live Scan Application Form
- ✓ Live Scan Location Sheet
- ✓ Department of Sheriff Security Clearance Request Release /Waiver Form

2. **Live Scan Process:** The Live Scan process must be completed/Live Scan form signed prior to returning the Identification Background Packet to the DGS-Security Office. Contractor employees are required to complete the Live Scan Application form and have their fingerprinting completed by Live Scan at one of the Live Scan locations (See attachment for locations). Each Live Scan location charges a fee which may differ depending on the vendor.

Live Scan Fees:

| | |
|---|---------|
| Department of Justice (DOJ) Background Check | \$32.00 |
| Federal Bureau of Investigations (FBI) Background Check | \$24.00 |

County Of San Diego
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Chapter: External Contracting

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PAGE: 2 of 4

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3. **DGS Security Office Process:** Upon completion of the Live Scan Process, the contractor employee is required to return to the DGS Security Office in person with the following:

- ✓ Copy of signed Live Scan application Form
- ✓ Completed Contractor Identification/ Access card registration form
- ✓ Completed Dept of Sheriff Security Clearance Request Release /Waiver
- ✓ 2 forms of Identification: *Drivers License (or State Issued Identification Card) and Social Security Card (a permanent Resident Card, or INS work permit as applicable)*
- ✓ Payment for items described below.

Fees Collected at DGS

Identification/Access Card-\$15

Dept of Sheriff Security Clearance Release/Waiver-\$20 (*check made payable to "Sheriff's Department"*)

Upon return of the required documentation and fees, DGS' Security Office will proceed with processing of the ID packet. ***This process can take three (3) to Four (4) weeks to complete.***


4. **Background Approval/Disapproval.** The contractor employee will be notified via the DGS Security Office of background approval/disapproval, by the appropriate agencies. Upon approval of the background, the contractor employee is required to return to the DGS Security Office to have their ID card picture taken. It is the responsibility of the contractor employee to notify his/her prospective employer of the results of the background.

QUESTIONS/INFORMATION: Carrie Hoff, Coordination Manager, ACS, at 619/338-2924.

ATTACHMENTS: Attachment A – Handout for contract employees

SUNSET DATE: This policy will be reviewed for continuance by May 31, 2011

Approved: _____


Rick Wanne, MA, MFT
Deputy Director,
Agency Contract Support

HHSA-G-4.13 Attachment A **Department of General Services - Security Office**
5555 Overland Ave,
Bldg 2-3rd Flr, Ste 2301
San Diego, CA 92123
Phone: (858) 694-3558
Fax: (858) 576-8245

Hours of Operation
For CONTRACTOR EMPLOYEES
Monday, Wednesday, Friday
8a-11:30a & 1p-3p

*ALL DOCUMENTS SHALL BE OBTAINED FROM
THE DEPARTMENT OF GENERAL SERVICES*

IDENTIFICATION CARD/ BACKGROUND PACKET INCLUDES

- ✓ Live Scan Application Form
- ✓ Live Scan Location Sheet
- ✓ Identification/Access Card Form
- ✓ Department of Sheriff Security Clearance Request Release /Waiver Form

LIVESCAN

Documents Needed

- ✓ Completed Live Scan Form
- ✓ Live Scan Location Sheet
- ✓ 2 forms of Identification: *Drivers License (or State Issued Identification Card) and Social Security Card (a permanent Resident Card, or INS work permit as applicable)*
- ✓ Live Scan Fees-\$56(**DOJ-\$32, FBI-\$24**)(location processing fees are not included)

LIVESCAN Process

The Live Scan process must be completed/Live Scan form signed prior to going to the Dept of Gen Svcs. Live Scan will electronically scan your fingerprints and sign off Live Scan form. Retain a copy of the signed Live Scan form to submit to the DGS Security Office.

DEPARTMENT OF GENERAL SERVICES-Security Office

Documents Needed

- ✓ Copy of signed Live Scan application
- ✓ Completed Contractor Identification/ Access card registration form
- ✓ Completed Dept of Sheriff Security Clearance Request Release /Waiver
- ✓ 2 forms of Identification: *Drivers License (or State Issued Identification Card) and Social Security Card (a permanent Resident Card, or INS work permit as applicable)*
- ✓ Fee for Identification/Access Card-\$15
- ✓ Fee for Dept of Sheriff Security Clearance -\$20 (*check made payable to "Sheriff's Department"*)

Security Office Process

All documents required above are needed to process your background clearance. Your employer will be contacted and advised of the results of your clearance. Upon successful

passing all three clearances (*LiveScan: DOJ, FBI and local background clearance*), return to the Security Office with the required \$15 Identification Card fee to have your picture taken and Identification Card issued.

The process for obtaining a County Identification card can take three(3) to Four(4) weeks to complete.

Be advised that all County Identification Cards must be worn and visible at all times when working in County Facilities. Under no circumstances can ID badges be given nor shared with others.

FEES

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|--|--|
| Department of Justice (DOJ) (Livescan) | \$32.00 |
| Federal Bureau of Investigations (FBI) (Livescan) | \$24.00 |
| Livescan location processing fee (<i>fee is dependent on location</i>) | |
| Sheriff's Department Clearance | \$20.00(<i>payable to Sheriff's Dept of San Diego</i>) |
| Access/Identification Card fee | \$15.00(<i>payable to Dept of General Services</i>) |
| TOTAL FEES | \$91.00* |
| (*processing fees are not included in this total) | |
| Accepted forms of payment: cash, money order (unless otherwise indicated) | |

**LIVE SCAN
LOCATIONS**

| | LOCATION | HOURS | FINGER PRINT ROLLING FEE |
|-------------|---|--|--------------------------------------|
| San Diego | Police Services 4100 Normal St (619) 725-7014 | Tues-Fri 8:30a-2p (payment: cash, money order) | Unknown Contact SD Police Dept |
| Chula Vista | Chula Vista Police Dept 276 4 th Ave (619) 619-5137 | Mon-Fri 8:15a-11:15a (payment: cash, checks) | Unknown Contact CV Police Dept |
| La Mesa | La Mesa Police Dept 5915 Severin Drive (619) 667-1342 | Mon-Fri 10a-3pm (payment: cash, money order) | Unknown Contact LM Police Dept |
| East | EDA Livescan 450 Fletcher Pkwy #207 (619) 631-7535 | Mon-Fri 10a-6p; Tues-Thurs 6p-9p (payment: cash, money order) | Unknown Contact EDA Livescan |
| North | Oceanside Police Dept | Mon-Fri 10a-3p | Unknown Contact Oceanside |

| | | | |
|--|------------------------------------|---------------------------------|-------------|
| | 3855 Mission Ave (760) 435-4900 | (payment: cash, money order) | Police Dept |
|--|------------------------------------|---------------------------------|-------------|